

REPROGRAPHICS REMOTE ORDER FORM

(1) Complete the following Copyright Declaration (please write clearly):

To comply with the Copyright Act 1988, I declare that:

- a) I have not previously been supplied with a copy of the same material by you or any other archivist.
- b) I will only use the copy for research for a non-commercial purpose or private study and will not supply a copy of it to any other person.
- c) *For published works* - To the best of my knowledge no other person with whom I work or study has made or intends to make, at or about the same time as this request, a request for substantially the same material for substantially the same purpose.
For unpublished works - To the best of my knowledge the work had not been published before the document was deposited in your archive and the copyright owner has not prohibited the copying of this material.

Should I wish to publish these copies or any part of them I shall obtain the permission of the copyright holder(s). I understand that if this declaration is false in a material particular, the copy supplied to me by you will be an infringing copy, and that I shall be liable for infringement of copyright as if I had made the copy myself.

Name: _____ Signature: _____
Address: _____ Date: _____
_____ Tel: _____
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I understand that the personal data I have supplied above will be kept by Churchill College ('we', 'us') and I understand that the College uses this data

a) to deliver contractual obligations to you by providing you with access to the Archives Centre's facilities and collections.

b) To fulfil legal obligations (e.g protecting copyright)

c) To pursue our legitimate interests which include: keeping records of the use of our collections for security purposes and to inform the improvement and development of the Archives Centre's collections and services.

(2) Identify the material you would like to copy and discuss with staff the best method of obtaining the copies (they will advise of any restrictions):

| | |
|---|---|
| Copying by CAC staff from collections (regardless of format) | 50p per copy (supplied digitally or on A4/A3 paper) |
| For orders over 50 images | £25 per half hour |
| Self Service printout from microfilm or digital resources | 20p / A4 copy |
| Self service photography | £1 per day, per camera [inc VAT] |
| <u>High resolution copies:</u> | £10 for existing high resolution image £15 for a new high resolution image £25 where image needs to be taken by CAC external photographer |

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A minimum charge of £5.00 will be made on orders not placed in person.

